Willows COA Executive Committee Meeting #3 10/7/2026

Agenda

1. Management
2. Review of the current finances (bills paid, pending expenses, available funds) - Treasurer Veliz
3. Foreclosures/Legal
    a. Review of current foreclosure owner update - Treasurer Veliz
    b. Legal Fees for prior actions - Secretary Corrigan
4. Emergency Protocols revisit
    a. Update on Water Shutoff Map - Vice President
    b. Update on Emergency Services Call Lists - Secretary
5. Construction projects
    a. Review of previous work done - Secretary Corrigan
    b. Review of needed projects - Secretary Corrigan
    c. Others
        i. A101 - Treasurer Veliz
6. Community Needs
    a. Landscaping
    b. Maintenance
        i. Using an owner as a contractor - Secretary
    c. Grounds cleaning
    d. Front Gate
7. Delinquency Resolution Procedure
8. Committee formations
    a. Security
    b. Office
    c. Outreach
    d. Construction
    e. Others?
9. Administrative Protocols - Secretary
    a. Violation Procedure - Hearings
    b. Parking Lot
        i. Enforcement
        ii. Mapping
    c. Petty Cash
    d. Communication Management
    e. Adding President, Vice President and General Director to the email account
10. Review of last week's minutes - Secretary Corrigan

Meeting Start 2:15pm
Attendance: President Olivarez, Secretary Corrigan, Treasurer Veliz, General Director Breeckner, Vice President Jackson

Item 1: Management

Secretary collected the contracts from OHP and Strida Management. Strida has at this time only provided their fully management contract, not their limited service contract. There is also another proposal from Clark Simmons Miller, a national firm that would provide limited services similar to Casa.

It is reviewed if First Commercial can be considered an option. Neither Treasurer nor President has been able to reach Gina to speak with her this week. Secretary has only corresponded briefly via email on other matters.

For consideration then is OHP, who at 6% of collected dues would be roughly $3000/month, Strida, whose full service package is about $3,500 per month, and CSM whose limited service is $1,400 a month. CSM is unideal due to not being in state, where as OHP and Strida are based out of OKC. In review of the contracts, it generally appears to come down to a nickels and dimes conversation. Strida and OHP each wrap different elements into their pricing structure, elements that would need to be outsourced separately with each one. There does not seem to be a clear “better option”.

The topic of self-management is reviewed again. Per the bylaws, 67% of ownership would need to be in a room to vote on that. While it could be considered to hire an independent manager to work dedicated for The Willows out of our on sight office, at this time the consensus is that it would be safer and more stable to go with a company until the community is in a better position.

It is agreed that the BOD as a whole needs to meet with each company for themselves as to this point, only Secretary has spoken with any company reps.

Action Item: Secretary will schedule appointments with each company for the next meeting.

Item 2: Financial Standing
Ed is to give the current report of our financial standing. He has not been successfully in reaching Gina to get an update as to the current amount in the accounts and the general AR/AP. The amount shown in the BOD Foliospace portal is from August 31, 2026.

Action Item: Treasurer will continue to try to reach Gina for a financial standing update.

Item 3.1: Foreclosures
Ed was to call the 7 owners who Kaiser had in foreclosure proceedings to ascertain if there was the ability for resolution or if there would need to be continued action. Two of which are deceased.

A few owners were reached and conversed with. Conversation sounded as though they were interested in establishing a payment schedule to resolve the account. A delinquency procedure needs to be discussed so Treasurer can move forward with making agreements on account resolutions. When Treasurer makes an agreement, he will convey it to Secretary who will summarize it via email and log it.

For units that will proceed on foreclosure, an attorney needs to be found. Treasurer has Jim Harris on deck and no director knows any other attorney who handles HOA matters.

Action Item: Treasurer will get Harris’s cost to pursue action.
Action Item: President will look into each foreclosure and determine where in the process it is.

Item 3.2: Legal Fees
Secretary is making it known to the board that Kaiser has referenced sending a “final bill” in the coming weeks regarding the foreclosure actions she has been working on. There are concerns regarding the legitimacy of the actions in the first place and the legal authority around authorizing them that will need to be considered.

The consensus is to wait to discuss any matters until such time as there is a bill to discuss.

Willows COA Executive Committee Meeting #3 10/7/2026

Item 4: Emergency Protocols
Vice President made the map of the water shutoff locations. Secretary made a list of emergency resources and added it in the auto response to the email. Still working on access to the phone system to update outgoing messages.

Action Item: Secretary will make copies of the map and make it available in the office and online.

Item 5: Construction Projects

Upon reviewing available files left by previous administrations, Secretary has confirmed full roof replacements of K, D, and several significant repairs to the roof of H. Building A we know was done from having seen it. Cannot confirm any other roofs. Requested invoices from Gina, was given a few invoices from A Fricker for some roof patches. Anderson and Midwest Roofing were contracted for previous work. Secretary reached out to get additional quotes. All directors are encouraged to have vendors come quote work that needs to be done.

H building and F building roofs are known to have significant issues as reported by Vice President and Secretary respectively. Vice President notes the water damage creating mold in her upstairs neighbors unit and Secretary first reported her roof leaks 4 years ago, which has gone from being in one location to 3 across her unit. F203 also reported a leak a few weeks ago that was repaired by A Fricker prior to the current board election. Unclear as to who authorized that repair.

In review of the existing maintenance items, no one building needs more work than others. I and J are half-condemned as of now, there are several balconies that need to be replaced, as well as balconies removed that need to be investigated for who removed them as they did not seal the siding and water intrusion is occurring during rains.

Similarly with the debris under the new F207/208 landing, need to get the contractor information and have them come clean up the debris.

It is unknown what the plan for the stairwells were. There is no existing documentation as to the priority order. It is agreed the directors will each take a set of buildings and walk the stairwells, making notes of which ones need to be replaced. Vice President: H,K; Ed: I,J; President: A,B; Secretary: D,E,F; General Director: C,G

The case of A101 is reviewed. It was uncovered while his unit was being repaired that the A201 is utilizing a window AC that is creating condensation and leaking through into A 101. Repairs were halted until this can be resolved. Secretary will create a violation for the AC unit in 201 and A101 needs to seek the cost of further repair from A201 before work can continue.

Action Item: Secretary will follow up with Gina on who removed the balconies and who replaced the F207/208 Landing to get them to come finish the work.

Action Item: Directors will reach out to vendors to get quotes on roofs and siding.

Action Item: Directors will walk stairwells to make a priority list.

Willows COA Executive Committee Meeting #3 10/7/2026

Item 6: Community Needs

Gorilla Landscaping is coming to quote the lawnmowing, hedge trimming, and snow management tomorrow. The previous company is upping their cost from $1,800 to $3,200 for just mowing and hedges.

Secretary needs to know if she is authorized to assign maintenance items to Jimmy. It was agreed by the board that since maintenance oversight is largely administrative, she will handle it, but she does not know if she has the authority to OK work. It does not help that we do not know our current finances. Previously Jimmy was being paid a flat rate every two weeks for 20 hours of work per week, and was writing down what he did and sending it to Robert Bardell. This is only known because Robert once showed Secretary the pictures of Jimmy's reports on his phone, but it is not logged anywhere.

The consensus is that she will review and manage the maintenance items, and as things come up that need prompt attention, she will refer it to the BOD in the group text chat and they will collectively vote on authorizing the funds to Jimmy, or whomever, to handle it. General Director has a handyman she uses regularly she can refer and Treasurer recommends looking into Thumbtack as well.

Ed signed off on recent invoices Jimmy sent over so that Gina could issue payment. The original agreement by the BOD and is that Treasurer and General Director both need to sign off on invoices before they can be paid. The procedure should be: work quoted, work agreed by the BOD, invoice submitted, Treasurer and General Director OK, funds released. All of this needs to be done on the record and the invoices should be sent to TheWillowsTulsaa@gmail.com so they can be provided to the owners.

Secretary is waiting on a quote to fix the front gate. Assurance Garage Door came yesterday. She has also tried to call Pro-Line Fence & Gate and Dynamic Door Services, but has not heard back from them. Previous quotes in the logs from Cass where from Pro-Line and Ace for full gate replacement, Secretary is investigating having the current on repaired.

Item 9: Administrative

Prior to ending the meeting, Secretary stresses an urgent topic for her is petty cash. She does not have basic administrative items such as stamps, and each violation letter is now $0.81. One or two is fine, but she has 4 to send as of the meeting and that will begin to accumulate. Previously there was a debit card Gina provided to Sherry to keep in the office to use for general supplies and maintenance materials. Treasurer will look into the debit card and determine if First Commercial can provide stamps and other basic office supplies.

Meeting Adjourned 5:15pm

Willows COA Executive Committee Meeting #3 10/7/2026